

## **Sullivan County NH**

**Type of meeting:** Sullivan County Board of Commissioners, Regular Business Meeting

**Date/Time:** Tuesday, March 20, 2007; 3 PM

**Place:** Unity County Complex, Sullivan County Health Care, 1<sup>st</sup> Floor, Activities Room

**Attendees:** Commissioners Ethel Jarvis – *Chair*, Ben Nelson – *Vice Chair* and Jeff Barrette – *Clerk*; Ed Gil de Rubio – *County Manager*; Sheriff Michael Prozzo; Capt. John Milliken – *Department of Corrections*; Scott Wojtkiewicz – *Sullivan County Health Care Administrator*; Heidi Smith – *Director of Nursing*; Sam Fletcher – *Human Resource Assistant*; Sharon Johnson-Callum (minute taker).

2:03 Commissioner Jarvis brought the meeting to order. Sam Fletcher led all in the *Pledge of Allegiance*.

### **AGENDA ITEM NO. 1 MEETING MINUTES**

AGENDA ITEM NO. 1.A. & 1.B MARCH 2, 2007 SPECIAL AND EXECUTIVE SESSION MEETING MINUTES

2:04 A motion was made, by Commissioner Barrette, to accept the public and executive session minutes from March 2, 2007 as written, and to seal the executive session portion. Commissioner Jarvis seconded the motion. Commissioner Jarvis noted on page 2 the word “since” should be spelled “sense”. There was no other discussion. A voice vote was taken. The motion carried with both Commissioners in favor. Commissioner Nelson was absent for the vote.

AGENDA ITEM NO. 1.C. MARCH 6, 2007 PUBLIC MEETING

2:07 A motion was made, by Commissioner Barrette, to accept the regular meeting minutes of Tuesday March 6<sup>th</sup> as written. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried with both Commissioners in favor. Commissioner Nelson was absent from the vote.

### **AGENDA ITEM NO. 2. REGISTRY OF DEEDS: CORPORATE AUTHORIZATION FORMS**

Ms. Johnson-Callum noted to the Board, during the last meeting the Registrar of Deeds, Sharron King, had noted there were two accounts that required new Corporate Authorization forms, Resolution forms; however, Ms. King discovered after the meeting the bank had provided two pages on the same account, so these forms represented the second account. Because this was approved at the prior meeting, no motion was needed, but two Commissioners, one the Clerk, needed to sign the forms. Commissioner Barrette signed as Clerk and Commissioner Jarvis as the other officer.

2:10 *Commissioner Nelson arrived.*

**AGENDA ITEM NO. 3 SHERIFF'S OFFICE: HIGHWAY SAFETY GRANT**

Sheriff Michael Prozzo indicated he was present to request the Board to accept two more Highway Safety grants:

- 1) A DWI grant of \$3,105, which the Chair would need to sign the form for.

**2:11 A motion was made, by Commissioner Barrette, to authorize the Chair to sign and accept the Highway Safety grant. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

- 2) An equipment 50/50 grant application for four video cameras for the cruisers. The total grant was for \$22,225.84, with the Sheriff's Office budgeted to fund half of that total. This would equip two cruisers with a camera in front and back. The grant would be retro effective, if approved, to March 1, 2007. Sheriff has money in his budget for this, and is contemplating two methods of payment depending on budget cycle.

**2:14 A motion was made, by Commissioner Barrette, to sign the appropriate paper work to allow the grant application to move forward. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**AGENDA ITEM NO. 4. HEALTH CARE REPORT**

**AGENDA ITEM NO. 4.A. CENSUS**

Mr. Scott Wojtkiewicz pointed out the format of the reports were changed, per their previous request, plus page numbers were included. Mr. Wojtkiewicz reviewed the:

- 1) *February 2007 Billing* – he spoke of revenues anticipated to arrive and when. He has discovered revenue receipts are timelier as they are making sure all billings are correctly done. They are able to view the status of a bill on line and can revisit the bill, quicker, if there is a problem. Julie [Woodman] is working with a Genesis consultant who comes into the building to review these issues. Mr. Gil de Rubio pointed out the receipt and timely posting of revenues ties into the issues of the County with short-term borrowing, also, and commended them on the quickness of the follow-ups. Mr. Wojtkiewicz spoke of pre-billing for private pay revenue. The group discussed the dollar amounts. Mr. Gil de Rubio and Commissioners thanked Mr. Wojtkiewicz for the improvements on the report.
- 2) *February Census Summary – Average Daily Census*: Medicaid is 110, Medicare A is 21, Private is 18. Daily Budgeted is: 111 Medicaid, 21 Medicare A, and 20 Private, 1 HCBC. The February total census, budgeted census and variance were reviewed. February 2007 Admits and discharges were discussed: Medicaid admitted 2, Medicare A 5, HCBC 1. Discharged to home: Medicaid 2, 5 Medicare A, 2 HCBC.

- 3) Census As of March 20, 2007 – 108 Medicaid, 21 Private, 18 Medicare, to total 147.

Mr. Gil de Rubio noted he spoke to Commissioner Stephen regarding beds and Stephen's request of additional information from Mr. Wojtkiewicz on the statutes entering hospice that would address our issues. Mr. Wojtkiewicz noted the biggest hurdle is the bed moratorium. Mr. Wojtkiewicz discussed code issues if we wanted to look at placing bed units in the Sanders Units. Mr. Wojtkiewicz noted they would need to sit down with the regulators to discuss plans in more detail. Commissioner Jarvis requested a complete cost analysis before doing renovations. Mr. Wojtkiewicz continued with reports...

- 4) *Medicare Length of Stay Analysis*

- 5) *Month-End Aged Analysis* – he still is working on cleaning up this report.

Commissioner Jarvis noticed figures on this report did not correlate with the other reports. Mr. Wojtkiewicz confirmed he's unable to verify the accuracy on the *Month-End Aged Analysis*, and recommended they use the report data on the first page only. The consultant is visiting Friday to help clarify the billing/posting analysis of the Month-End Aged Analysis report.

Per Commissioner Barrette's inquiries, Mr. Wojtkiewicz confirmed the time limitation to re-bill and receive resolution on debt for Medicaid is 1 year and with Medicare, if we have billed within the 1-year time frame and are still working to fixing the billing issues, they will allow us a greater length of time.

#### AGENDA ITEM NO. 4.B. STAFFING

Mr. Wojtkiewicz indicated they are posting for two RNs and three LNA. They have six new students going through LNA class in-house. Mr. Gil de Rubio noted to Mr. Wojtkiewicz that Commissioner Jarvis recently informed the Delegates the nursing home was understaffed. He requested Mr. Wojtkiewicz to comment on staff hired on books and what the Sullivan County Health Care needs was per acuity levels. Mr. Wojtkiewicz indicated they were not understaffed. He noted they are using agency in open spots, but will need to discontinue agency use, as employees are taking advantage of this and they received 75 call-outs in month of February. As soon as the new LNA's are on line, they will inform staff agency will no longer to be available. He added, if anything, the facility is over staffing; call-outs are tremendous and they are dealing with those abusing the call outs. Mr. Wojtkiewicz noted he'd never worked in a facility with so many call-outs, and noted this has been ongoing. He spoke briefly about disciplinary action and the action from those being disciplined. Commissioner Jarvis questioned the levels on weekends, as she heard it was "thin". Mr. Wojtkiewicz noted the levels are due to call-outs, which on average, run 3 per day, 1 per shift. He noted how this is unfair to remaining staff who are asked to remain after their shifts – they are getting burned out as it throws staff in to overtime; over time costing more for the County. Commissioner Barrette asked if Mr. Wojtkiewicz could tell them the numbers from the past month. Mr. Wojtkiewicz noted he was unsure tracked days that agency was used last month without research. He noted the staffing leveled off to where it should be, and because of that, it's being taken advantage of. Commissioner Barrette asked if which was more costly: agency or over

time. Mr. Wojtkiewicz noted it depended on the shift. Mr. Gil de Rubio noted quality of care issues decrease with agency use; he noted there are a lot of dynamics involved – they go forward and are knocked back. He noted how nursing is the only type of work where someone making a phone call to an agency can replace staff. They feel union negotiations are part of the dynamics. Mr. Wojtkiewicz confirmed earned time (ET) scheduling, as well as providing coverage for those on workers compensation, are factors also. Mr. Wojtkiewicz discussed how a pool of people cover ET; they've tried Per Diem, but find Per Diems only want to work a set schedule/specific day – not the days requested of them. Commissioner Nelson asked if incentives, such as awarding employees for working 3-months perfect attendance. Mr. Gil de Rubio noted this was brought up in Union Negotiations. Ms. Fletcher noted Union indicated they did not want the money for this. Mr. Gil de Rubio confirmed any monetary amount would need to be approved through the CBA. Mr. Gil de Rubio noted how awards are provided for perfect attendance at the DOC. Mr. Wojtkiewicz noted to the Board what positions at the nursing home was non-union, which totaled 10-15 employees. The group discussed the posting of schedules. Mr. Wojtkiewicz confirmed he dreads posting schedules, because he knows someone will call in once it's posted. Capt. Milliken concurred that posting the schedules does the same in his department.

#### **AGENDA ITEM NO. 5 HUMAN RESOURCE REPORT**

##### **ARTICLE XXXV TELECOMMUNICATION**

Ms. Sam Fletcher noted, upon request of Department Heads and Commissioner Jarvis, Human Resources orchestrated the proposed new telecommunication policy:

*“Sullivan County prohibits the use of cell phones, text message, pagers, cameras or any other electronic device not issued or authorized by the employer to be used or accessed during working hours. Cell phones may be used only in commons areas during the employees regularly scheduled breaks and mealtime. The County further prohibits the use of authorized cell phones while operating motor vehicles for County purposes”.*

**3:04 A motion was made, by Commissioner Barrette, to accept the policy. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

#### **AGENDA ITEM NO. 6 DEPARTMENT OF CORRECTIONS - PROBABLE EXECUTIVE SESSION**

Mr. Gil de Rubio recommended they move this to the end of the meeting as it contained a personnel issue. Mr. Gil de Rubio pointed out the Board received, earlier today via e-mail, the DOC “head count” and briefings, which included confidential information.

#### **AGENDA ITEM NO. 7. COUNTY MANGER**

**AGENDA ITEM NO. 7.A. UPDATE ON NHAC EMERGENCY MEETING OF 3/19/07**

Mr. Gil de Rubio noted an emergency meeting with the NHAC was held 3/19/07 regarding a trailer to HB2, which came up Friday during the Finance Committee meeting in Concord. He reminded the Board of the e-mail Betsey Miller distributed with the spreadsheets. This is currently in Finance. He noted there are troubles with the numbers on the spreadsheet and they reflect a discrepancy – there is no explanation as to how the person who created the spreadsheet derived the numbers. The recommendation is to allow this to sunset and go back to pre 409 days. Mr. Gil de Rubio will keep them posted on proceedings.

AGENDA ITEM NO. 7.B. GSCAHC UPDATE

Mr. Gil de Rubio noted they continue to hold monthly meetings and are gathering steam to proceed with a June tabletop exercise. He noted Jane Hubbard is working hard behind the scenes. The group has received approval for further grant funds to look at deficiencies and gaps in their plan and embellish on the plan with further tabletop exercises. They anticipate holding public forums, two of which are mandatory, but will take it this further to meet with various selectman, school boards, and other organizations. They have funds to do a pandemic preparedness website and create a video. He noted Jane Hubbard is very happy with progress the group has made. Mr. Gil de Rubio feels in the future the State will decrease the regions from 19 to 10. He added that Hillsborough County is the only county not involved as much as NH State DHHS Commissioner wants.

AGENDA ITEM NO. 7.C. ASSISTED LIVING UPDATE

Mr. Gil de Rubio met with Michael Pulling of HCMA. They are planning a priority deposit campaign for April. He noted the 501.3.c was kicked back as an older on-line form was used; and the new form reflected an increased fee by \$250.00. They are resubmitting the new application with the full amount. Per request from Board, Mr. Gil de Rubio will be providing the Delegates with an update on the project once they hear more regarding the priority deposits, as the outcome will be an indicator of their next step.

Commissioner Jarvis noted she received a call from Pat Kenny of Charlestown requesting community work to help two senior disabled women move into the Marianne Phillips housing in Claremont. She asked if the DOC inmate program could be used for this? It was noted this should be requested by a non-profit organization, and requested through Lt. Douglass Roberts, Director of Inmate Programs. Commissioner Jarvis will have Ms. Kenny contact Lt. Roberts and Capt. Milliken will give Lt. Roberts a “heads up” on this.

Commissioner Jarvis noted County Treasurer, Cynthia Sweeney, requested she read into the minutes an e-mail.

*“Email Date: 3/7/07. Time: 11:28 AM. To: jandearvis@mvgalaxy.com From: Cynthia.Sweeney@astronics.com Subject: double entry. Text: “After an investigation I found that the deposit made to the New Hampshire Health Fund has to sit in our account for two days before I can wire it to Providence. Not being aware of this and not understanding why it wouldn’t work at the end of January I mistakenly transferred it twice. Now having a better understanding of*

*the logistics of the system, I have asked Janice to make the check available to be deposited two days before the wire transfer is to be sent. That way all parameters can be met."*

Commissioner Jarvis gave Johnson-Callum a copy of the e-mail.


**AGENDA ITEM NO. 9 PUBLIC PARTICIPATION**

There was no public participation.

**AGENDA ITEM NO. 6. DEPARTMENT OF CORRECTIONS REPORT: PROBABLE EXECUTIVE SESSION**

- 3:30 A motion was made, by Commissioner Barrette, to go into Executive Session for a personnel issue [Per RSA 91-A:3.II.c.]. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously**
- 3:34 A motion was made, by Commissioner Barrette, to come out of Executive Session. Commissioner Nelson seconded the motion. A voice vote was taken. The motion carried, unanimously.**
- 3:35 A motion was made, by Commissioner Barrette, to go back into Executive Session for another personnel issue [Per RSA 91-A:3.II.c.] Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.**
- 3:43 A motion was made, by Commissioner Barrette, to go out of Executive Session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**
- 3:43 A motion was made, by Commissioner Barrette to allow the employee asking for 80 hours of ET to be cash in as an exception outlined in the Executive Session. Commissioner Nelson seconded the motion. There was not discussion. A voice vote was taken. The motion carried, unanimously.**
- 3:45 A motion was made, by Commissioner Barrette, to adjourn the meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*Respectfully submitted,*

  
Jeff Barrette, Clerk  
Board of Commissioners

Date minutes signed: 4/4/07